**School Annual Reports 2023-2024**

Please use the following structure (2-3 pages):

1. **Re-state school goals for the 2022-23 academic year as identified in previous annual report.**

***Goals Table***

|  |  |  |  |
| --- | --- | --- | --- |
| **School Goal** | **Action/Activity to Accomplish Goal (Objective)** | **Results** | **Notes** |
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1. **Provide an Executive Summary of School goal achievements and briefly discuss progress and/or major achievements made during the 2023-2024 academic year.** If any goals were not met, address challenges and planned remediation moving forward, including modification or withdrawal of the goal.

This section should include 1-3 brief paragraphs summarizing activity during the year. Any narrative should be evidence-based relevant to identified goals. Based on identified goals the data MAY include media mentions, donations, events, enrollment trends, office/center performance/collaborations, stakeholder satisfaction (students, faculty, alumni, community members), grants, community service and other documents or data that support your discussion.

1. **Describe resources used last year to achieve your school goals.**
2. **Discuss the progress of student learning outcomes assessment and goals assessment of the programs/minors within the school.**
3. **Think to the future, by identifying school goals for the 2024-25 academic year.**

**a.**  Discuss any resources that may be needed to achieve goals.

1. **OPTIONAL Appendices to support Annual Report based on identified goals in the form of a summary:**
2. Summary list of Staff Achievements (not individual vitae)
3. Summary list of Community Engagement and Service Learning tied to office/center outcomes, if applicable
4. Summary list of Grants obtained or ongoing, if applicable
5. Summary Media Mentions, if applicable
6. Summary of programs/events/accomplishments

RESOURCES

Please note that the following resources (unless \*\*) are available to deans and cabinet members and do not need to be rearticulated or added as an appendix.

The following documents may help to discuss office/center goals. Review of documents is based on programmatic goals and may not be needed across all programs.

* + - Grant activity \*\*
		- Faculty/Student Service to community embedded in curriculum \*\*
		- Data sources as appropriate to office/center goals
		- DEI activity or connection to curriculum \*\*

SAMPLE/EXAMPLE GOAL STATEMENTS

The Office will create a DEI professional development for stakeholders

The Center will increase the number of media mentions

The Center will create a market analysis to assess new programming for seniors

The Office will create a strategic plan to enhance student services for #####